

## Job Description

**Job Title: Nursery Practitioner**

**Reporting To: Nursery Room Leader or Deputy Nursery Manager**

### Main Duties

- Working in partnership with the Nursery Manager and Deputy Nursery Manager/ Nursery Room Leader to ensure the daily running and administration of the nursery, adhering to Policies & Procedures and compliance with the Children's Act, Health and Safety legislation and within the guidelines of Ofsted/CSIW and the National Standards. Ensuring confidentiality is maintained in the nursery
- Acting as a Named Coordinator relevant to their skills or training as designated by the Nursery Manager.
- Promoting and supporting teamwork.
- Performing staff inductions in conjunction with the HR Manager and helping new staff to fit into the nursery
- Care and supervision of the children with regard to their physical, emotional and intellectual needs.
- Providing feedback to the Nursery Manager or Deputy Nursery Manager/ Nursery Room Leader on issues relating to the nursery day
- Liaising with parents and negotiating working targets ensuring effective communication within the nursery
- Referring any accidents and incidents to the Nursery Manager.
- Offering all children equal opportunities with regard to their religious persuasion, racial origins, gender, disabilities, cultural or linguistic background; in particular, challenge situations where racism or discrimination is displayed
- Assisting the Nursery Manager and Deputy Nursery Manager, participating in arranging regular parents' evenings, publicity, open weekends and any children's outings and ensuring effective marketing.
- Any other duties appropriate to the post as directed by the Nursery Manager, Deputy Nursery Manager/ Nursery Room Leader and Directors.

This list of duties is not exhaustive

### Person Specification

NVQ Level 3 in Childcare or above

1 years' experience in a similar role or in an environment working closely with children

Excellent communication skills

Team Player

Self Motivated

Child Protection

First Aid

Signed..... (Job Holder)

Name.....

Date.....